

* Retention Period *

SIP STERILE INSECT PRODUCTION

General material pertaining to sterile insect production too broad to be filed in subjects below.

(item 986a)

Originating office:

Destroy when 3 years old.

(item 986b)

All other offices:

Destroy when 2 years old.

Case files involving specific insect outbreaks. Includes identification, location, treatment, water source, herd, owner, and such.

(item 987a)

Originating office:

Destroy 15 years after case is closed.

(item 987b)

All other offices:

Destroy 3 years after case is closed.

SIP 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.

(item 988a)

Originating office:

PERMANENT. Retire to Federal Records Center (FRC) when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

(item 988b)

All other offices:

Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SIP REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under SIP 6 PROJECTS.

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

(item 989a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 989b)

All other offices:

Destroy when no longer needed for reference but no longer than 3 years.

(item 990a)

Originating office:

b. Agency copy of above reports.

Destroy when superseded or obsolete.

(item 990b)

All other offices:

Destroy when 2 years old.

(item 991a)

Originating office:

c. All other reports.

Destroy when 2 years old.

(item 991b)

All other offices:

Destroy when 2 years old.

EXCEPT: Specific feasibility or other studies which should be filed under appropriate subject in this outline.

EXCEPT: Computer generated reports which should be filed under appropriate program.

*** Retention Period ***

SIP 2-1 Activity Reports

Summaries relating to work activity involved with SIP.

(item 992a)

Originating office:

Destroy when 3 years old.

(item 992b)

All other offices:

Destroy when 2 years old.

SIP 3 COMMITTEES, MEETINGS

Committees and meetings relating to SIP program functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

(item 993a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. Grs-16-8-a)]+

(item 993b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. Grs-16-8-a)]+

Case file record copy of minutes and related material, including agendas, of substantive or significant committees and meetings concerned with broad aspects of SIP such as advisory organizations, or interagency committees. Includes committees chaired by SIP representatives or records maintained by SIP representatives on committees to carry out responsibility of assignments.

(item 994a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 994b)

All other offices:

Destroy when 2 years old.

SIP 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.

(item 995a)

Originating office:

Destroy when 1 year old.

(item 995b)

All other offices:

Destroy when 1 year old.

DISPOSAL AUTHORITY NCI-310-77-2

* Retention Period *

SIP 4 INSECT COLONY

General material relating to colonies of fertile flies or insects used for the production of sterile insects.

(item 996a)

Originating office:

Destroy when 3 years old.

(item 996b)

All other offices:

Destroy when 2 years old.

Case file relating to specific insect colony. Subdivide as needed.

(item 997a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(item 997b)

All other offices:

Destroy when 2 years old.

SIP 5 REARING

General material relating to the rearing and rearing techniques. Subdivide as needed.

(item 998a)

Originating office:

Destroy when 3 years old.

(item 998b)

All other offices:

Destroy when 2 years old.

Case files relating to specific rearing techniques. Subdivide as needed.

(item 999a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(item 999b)

All other offices:

Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

SIP 6 PROJECTS

General materials on projects.

(item 1000a)

Originating office:

Destroy when 3 years old.

(item 1000b)

All other offices:

Destroy when 2 years old.

Case file records and related correspondence on approved projects having prece-
dential significance. Basic documenta-
tion and final report or other substan-
tive material. Show title and date span
of project on folder. EXAMPLE: SIP 6
PROJECTS NO. 00 - Microfilm Center FY
76.

(item 1001a)

Originating office:

PERMANENT. Retire
to FRC when 5 years
old. Transfer to NARA
when 15 years after
completion of project.

(item 1001b)

All other offices:

Destroy when 2 years old.

All other projects.

(item 1002a)

Originating office:

Destroy 5 years after
completion of project.

(item 1002b)

All other offices:

Destroy when 2 years old.

Proposed Projects.

(item 1003a)

Originating office:

Destroy when 5 years old,
if no further action is
taken.

NOTE: When a proposed project is ap-
proved, remove and file with project
case files.

(item 1003b)

All other offices:

Destroy when 2 years old.

DISPOSAL AUTHORITY NCI-310-77-2

* Retention Period *

SIP 6 (continued)

Workpapers and draft reports of projects.

(item 1004a)

Originating office:

Destroy 3 years after completion of project and final report.

(item 1004b)

All other offices:

Destroy when 2 years old.

SIP 7 RADIATION

General material relating to the radiation techniques used to make flies sterile.

(item 1005)

Originating office:

Destroy when 3 years old.

(item 1005b)

All other offices:

Destroy when 2 years old.

Case files relating to specific radiation techniques. Subdivide as needed.

(item 1006a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(item 1006b)

All other offices:

Destroy when 2 years old.

SIP 8 HYDROPONIC PRODUCTION

General material relating to the media used in rearing flies and insects.

(item 1007)

Originating office:

Destroy when 3 years old.

(item 1007b)

All other offices:

Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

DISPOSAL AUTHORITY NCI-310-77-2

* Retention Period *

SIP 8 (continued)

Case files relating to specific hydroponic production. Subdivide as needed.

(item 1008a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(item 1008b)

All other offices:

Destroy when 2 years old.

SIP 9 PACKAGING

Material relating to the packaging and handling of sterile flies to be released.

(item 1009)

Originating office:

Destroy when 3 years old.

(item 1009b)

All other offices:

Destroy when 2 years old.

SIP 10 QUALITY CONTROL

Material relating to the quality of growth and environment of insects inside plants.

(item 1010)

Originating office:

Destroy when 3 years old.

(item 1010b)

All other offices:

Destroy when 2 years old.

SIP 10-1 Quality Monitoring

Material related to the monitoring of insects outside of plants.

(item 1011)

Originating office:

Destroy when 3 years old.

(item 1011b)

All other offices:

Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

DISPOSAL AUTHORITY NCI-310-77-2

* Retention Period *

SIP 11 INSECT SECURITY

Material relating to the containment of fertile insects inside the laboratory.

(item 1012a)

Originating office:

Destroy when 3 years old.

(item 1012b)

All other offices:

Destroy when 2 years old.

Listings of insect security council.

(item 1013a)

Originating office:

Destroy when superseded or obsolete.

(item 1013b)

All other offices:

Destroy when superseded or obsolete.

SIP 11-1 Violations

Material relating to persons or faulty equipment involved in security violations.

(item 1014a)

Originating office:

Destroy 3 years after case is closed.

(item 1014b)

All other offices:

Destroy when 2 years old.

SIP 12 METHODS DEVELOPMENT

General material relating to field, equipment, and plant testing and evaluations to improve existing methods.

(item 1015a)

Originating office:

Destroy when 3 years old.

(item 1015b)

All other offices:

Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

DISPOSAL AUTHORITY NCI-310-77-2

* Retention Period *

SIP 12 (*continued*)

Case files of specific methodology involved with sterile insect production.

(item 1016a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(item 1016b)

All other offices:

Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED